RS-M-12
19 May 1954

REFERENCE SUBCOMMITTEE OF THE ADVISORY COMMITTEE
ON FOREIGN LANGUAGE PUBLICATIONS.

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Minutes of Meeting held in the CIA Library,
Washington, D. C., OCD Conference Room, 1000-1145 hours.

PRESENT

Mr. Arthur B. Berthold, IR, State
Mr. Lewis M. Bright, LR, State
Mr. Fred W. Shipman, LR, State, Member
Captain Robert C. Laidlaw, AFOIN, Member
Lt. Col. George G. Maxfield, G-2, Doc. Ly., Member
Miss Monica H. Kaech, G-2, Doc. Ly.
Major Kent J. Collings, G-2, Doc. Ly.
Mrs. Katharine C. Walford, ONI, Member
Mr. Walter E. Larson, ONI

FOIAb3c

CIA/ORR, Observer
e, CIA
CIA
CIA/OSI, Observer
, CIA Library, Secretary
CIA Librarian, Chairman

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Approval of Minutes

1. The minutes of the meeting of 21 April 1954 (RS-M-11) were approved.

Government-Sponsored External Research

2. The Chairman reviewed the reports on Government-sponsored external research produced by the State Department's External Research Staff, the National Science Foundation, the Economic Intelligence Committee and the Scientific Estimates Committee. Although each

- 1 -

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report served a different clientele in part, the extent of duplication or omission of pertinent research projects among them seemed to warrant further study. Subcommittee members were requested to examine parts of the reports falling within the purview of their agencies. Among the points to be considered are the following:

    a) Adequacy of main entry or project identification.

    b) Adequacy of index by subject and by area.

    c) Duplication of entries among the various reports.

    d) Omission of pertinent materials.

    e) Consideration of more comprehensive coverage by means of

        1) The monthly CIA Library Intelligence Publications Index for completed research reports.

        2) A two-part list of research in progress:

            (a) classified projects; and, (b) unclassified projects.

    or 3) A two-part list of research completed:

            (a) classified projects; and, (b) unclassified projects.

IAC Library Cataloging.

25X1A9a   3. ▮▮▮▮▮▮ summarized progress on the establishment of the Cyrillic Union Catalog in the CIA Library. IAC library-produced catalog cards for Russian titles are filed in the subject part or author-title part as they are received.

Colonel Maxfield indicated a possible G-2 Document Library interest in the CIA Library processing of Army produced reports, a system similar to the joint AFOIN-CIA indexing program. ▮▮▮▮▮▮ asked 25X1A9a
25X1A9a   ▮▮▮▮▮▮ to meet with Colonel Maxfield on this problem.

    4. The next meeting will be held on 16 June 1954 in the CIA
Library, ▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮
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                        Secretary
              Reference Subcommittee

- 2 -

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